

AM 2

16 NOV 1984

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Logistics

FROM:

Chief, Headquarters Operations, Maintenance
and Engineering Division, OL

25X1

SUBJECT: Agency Emergency Support Plan

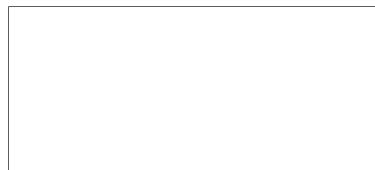
REFERENCE: dated 30 October 1984,
Same Subject

25X1

1. Paragraph 4 of reference states that an official in each outlying Agency building will be designated by the DDA to serve as emergency coordinator for that building under the direction of the Chief, Headquarters Operations, Maintenance and Engineering, OL.

2. Forwarded herewith, for your signature, are memoranda addressed to the officers on the attached list of senior support officers at outlying buildings. In the course of compiling the list, notice was given to each officer that his name was being included on the list and that official notification from the DDA would be forthcoming.

3. It is requested that you sign the attached memoranda.



25X1

Attachments:

- A. List
- B. Memoranda

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Distribution:

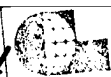
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OL/HOME (16 Nov. 84)

25X1

OL 10289-84

OL 10271-84



25X1

1- 3246/12

- 21 Nov 84

MEMORANDUM FOR: See Distribution

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Agency Emergency Support Plan

REFERENCE: [redacted] dated 30 October 1984,
Same Subject

25X1

This is to confirm that you have been designated as the emergency coordinator for your building under the direction of the Chief, Headquarters Operations, Maintenance and Engineering Division. The Emergency Support Center will be located in Room 1J45 Headquarters Building and can be contacted on extension [redacted]. The Center will be the focal point of contact during emergencies. This is an important activity in support of Agency personnel, and your cooperation and participation are appreciated.

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1/s/ [redacted]
for Harry E. Fitzwater

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